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Apex School of Dance  
Health and Safety Policy  
Version 1.0

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for ourselves and all staff and pupils and to provide such information, training and supervision as needed for this purpose. We accept responsibility for others health and safety who may be affected by our activities whilst they are engaged in activities at Apex School of Dance.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work including safe access
- Safe arrangements for the use, handing and storage of equipment
- Sufficient information, instructions, training and supervision to ensure all employees are well equipped to avoid hazards and contribute effectively to health and safety at work

Our policy will be kept up to date and ensure our responsibilities are met in relation to:

- Health and Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

It is the responsibility of all staff and volunteers to help maintain the safety and security of the pupils and the dance environment. This includes being aware of risks, knowing appropriate action to take and identifying potential safety issues. Each member of staff has a duty to exercise care and attention, so each teacher and teaching assistant shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, pupils and others associated with the school.
- Observe safety instructions and procedures within this document.
- Report potential hazards to Alison Head.
- Report all accidents in the appropriate manner on the correct accident form.

#### Accidents and First Aid

All accidents are to be reported to Alison Head on the correct accident form.

Unless there is good reason, first aid should not be administered without consent of the child's parent/ guardian. A child cannot give consent. If the parent is not on the premises, try to phone them. However, if the child is alone and seriously injured deal with this situation immediately. If possible first aid should be administered by a trained first aider.

Provided this does not in itself put a child at greater risk always try to administer first aid with another adult present. Always explain to the child what you are doing and why. Ask the child about allergies and always check, where possible, enrolment forms for information on allergies and medication. For minor injuries you may

NOT offer any medication of any kind. If you have doubts about assisting someone with their own medication, seek help.

Any treatment should be as little as necessary without threatening a child's wellbeing.

If a child comes to you for comfort because of a minor injury or fright it is acceptable to offer comfort by putting your arm around them or holding their hand, just make sure:

- You know about the injury and do nothing to make it worse
- Physical contact is what the child wants and is age and developmentally appropriate
- You do your best to stay in sight of other adults.

**If a child needs a doctor or hospital phone 999 immediately.**

Stay with them to wait for the ambulance, contact their parents, do not drive them to hospital yourself except for in very exceptional circumstances.

**Safety Checks**

**Equipment:**

- Every piece of equipment must be checked at the start of every class and stored safely.
- Make sure everything is put away after use.
  
- Report any damage to equipment to Alison Head for repair/ replacement
- Equipment must be set up comprehensively, safely and correctly (eg no trailing wires)

**Dance studio: Checks to be made before class:**

- Floors clean and dry
- Plug sockets - safe with no wires showing
- Doors and emergency exits are clear

Any problems must be reported straight to Alison Head and to the care taker on duty.

**Pupils:**

- Ensure everyone is wearing correct uniform and footwear

**Fire safety:**

- Ensure fire exits are clear

**Security Policy:** As the hall is a public building, strangers will come in.

- Do not let them in the class rooms
- If anyone's behaviour gives you cause for concern speak to Alison Head
- Do not let a child leave with anyone who you do not KNOW is supposed to collect them – if unsure, ask
- Do not let a child leave if a child seems uncomfortable with that adult without checking.

All Apex School of Dance staff or volunteers are to adhere to this policy.

Policy updated: 10/08/2023

Signature: Alison Head